

## Bright from the Start:

# Georgia Department of Early Care and Learning

# **Nutrition Services**

## **Child and Adult Care Food Program**

User Manual for Completing the Management Plan

For Institutions use only
September 2009

#### **Child and Adult Care Food Program Management Plan**

Institutions participating in the CACFP are required to complete and submit a Management Plan with each annual application. The Management Plan is a section of the application package that includes an institution's CACFP personnel, financial management information, and specific processes for CACFP operations.

Once the Management Plan is completed, information will continue to remain for each fiscal year. Institutions have the ability to review and revise the Management Plan at any time. Revisions to the Management Plan require review and approval from Bright from the Start personnel. It is each institution's responsibility to ensure that information in the Management Plan is current and accurate at all times.

#### **Renewing Institutions**

Renewing institutions are required to complete an entire application every three years, which includes the Management Plan, as well as other requirements. See figure 1 below.

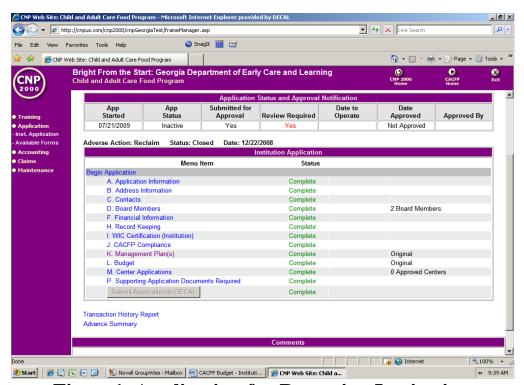


Figure 1. Application for Renewing Institution

## **Continuing Institutions**

Continuing institutions are only required to complete annual requirements each fiscal year. See figure 2.

Annual requirements now include the following components:

- Applicable certification statements,
- The Management Plan,
- CACFP Budget Package, and
- Annual Supporting Documents.

#### DUE DATE FOR THIS APPLICATION ALONG WITH ALL REQUIRED DOCUMENTS IS: 10/01/2009

Application Status and Approval Notification						
App Started	App Status	Submitted for Approval	Review Required	Date to Operate	Date Approved	Approved By
09/22/2009	Inactive	No	No	02/01/2009	Not Approved	

	Continuing Institution Application				
				601	
	Menu Item	Status		Notes	
	Annual Training	Complete			
	Certifications	Complete			
	Management Plans	Incomplete		Original	
	Supporting Documents	Complete	Not on File		
	Application Suspense Tracking				

Application Unlocked for Sponsor Updates or Approved by DECAL

**Figure 2: Application for Continuing Institutions** 

#### **New Enhancements with the Management Plan**

The management plan now interacts with the CACFP Budget Package. Responses given in the Management Plan will alert institutions to budget requirements. Institutions will then have the ability to complete budget worksheets that relate to certain operating practices. Both the budget and the management plan should support each institution's operation and administration of the CACFP.

#### **Steps to Completing the Management Plan**

The main page of the management plan lists individual sections that must be completed. Each section of the management plan will read incomplete and show in red letters. In order to complete the management plan and submit the application package for review and approval, each of the sections noted below must be reviewed and show complete in green letters. See figure 3.

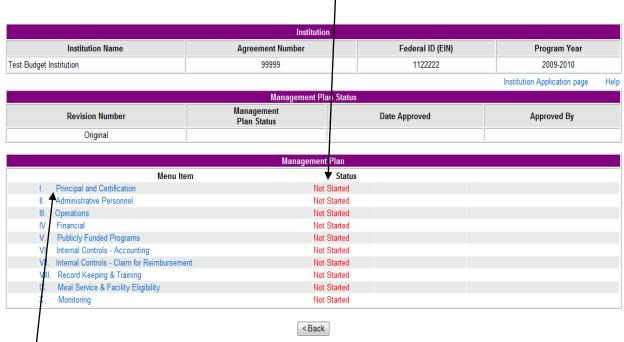
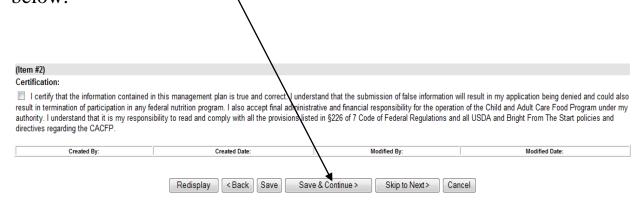


Figure 3: Section Listing of the Management Plan

**Step 1: Select the** *Principal and Certification* **link.** For most private non-profit organizations, this is the Executive Director. In a for-profit organization, this is the owner or in the public school system, this is the superintendent for the school system. Other persons must be elected or appointed by a Board of Directors to assume the responsibility. The person in this position must sign the Agreement for Participation.

Step 2: After completing this section, select the "save and continue" button at the bottom of the page. This button will allow you to navigate through each section of the management plan. See figure 4 below.

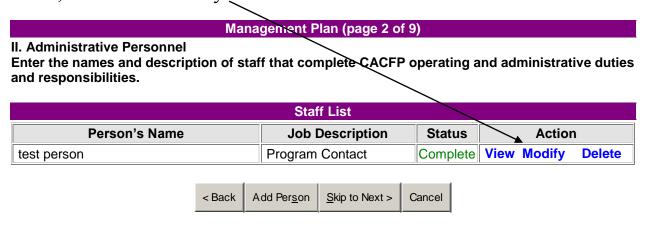


# Step 3: Complete section II, Administrative and Operating Personnel.

This section captures the staff profile of each person that is affiliated with and performs CACFP administrative and operating duties. To add a person, select the "Add Person" link.



**Step 3A**: Existing institutions may have previously completed this section and personnel may be listed. To modify existing personnel listed, select the "modify" button.



**Note**: This section now requires the institution to indicate all persons performing operating duties. Previously, this information was not

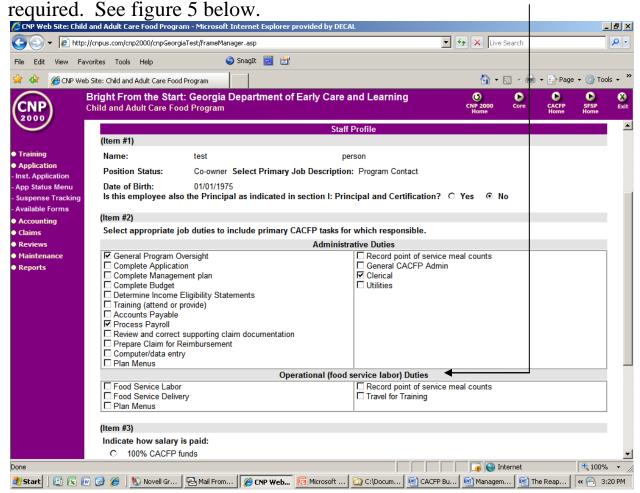


Figure 5: Management Plan, section II, item 1-Staff Profile

Attention: Business Rule Violation(s) Exist				
Number	Description	Туре		
20503	Your responses have indicated one of the following (Admin) Budget Worksheets is required and must be entered: Equipment-[Purchased \$5,000 and Over; Depreciation; Use Allowance], Durable Supplies, Expendable Supplies. If cost is being charged to CACFP.	Warning		

Continue >

**Note:** Because the management plan interacts with the budget, certain administrative or operating duties and selections in item 3 of section II will create warning messages. These warning messages will appear in blue and will provide guidance about the required budget worksheets that must be completed if CACFP funds will be used towards the cost of performing that duty. **To proceed by any warning message, select the "continue" button.** 

**Step 4:** After entering all staff profiles into section II of the Management Plan, select the "save and continue" button at the bottom of the page or the "continue" button if warning messages appear.

**Step 5: Complete Section III: Operations.** This section captures information regarding Consultants/Contractors. For sponsoring organizations, this section will also capture the institutions Outside Employment Policy.

Indicate if Consultants/Contractors are used in the operation or administration of the CACFP. If the answer is yes, follow the instructions and fill-in the text box. Afterwards, indicate if CACFP funds will be used to pay the fees of the Consultant/Contractors. Answering yes to this question will require an Administrative Budget. See figure 6 below.

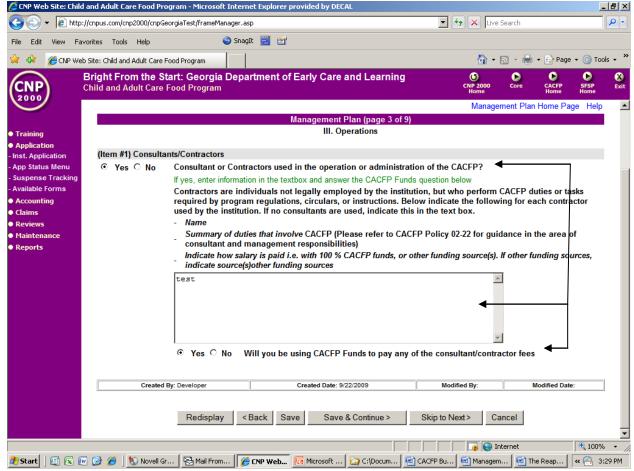
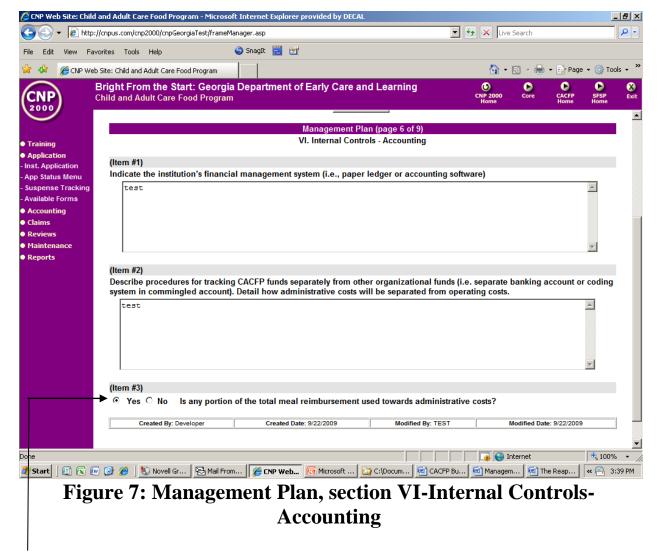


Figure 6: Management Plan, Section III-Operations

**Step 6: Complete sections IV (Financial) and V (Publicly Funded Programs).** These sections capture information pertaining to the institution's fiscal resources, financial history, and participation in other publicly funded programs. Continue navigating through the management plan by selecting the "save and continue" button.

**Step 7: Complete section VI: Internal Controls.** This section captures each institution's financial management system as it relates to CACFP. Answer each question by filling in each text box. Indicate if any portion of the CACFP meal reimbursement will be used towards administrative costs. See figure 7 below.

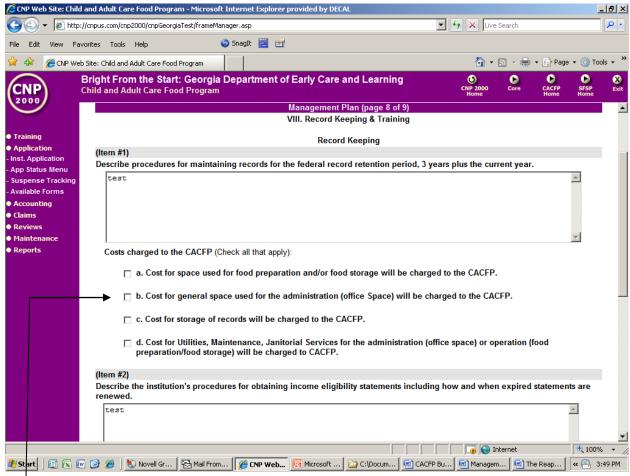


**Note:** Answering yes to this question will require the completion of the Administrative Budget.

Continue navigating through the Management Plan by selecting the "save and continue" button.

Step 8: Complete sections VII (Internal Controls-Claims for Reimbursement). This section captures the institution's process and procedure for ensure accurate claim submission and facility eligibility. Continue navigating through the management plan by selecting the "save and continue" button.

**Step 9: Complete section VIII-Recordkeeping and Training.** This section captures each institution's methods for maintaining records, obtaining income eligibility statements, and training staff and/or sponsored facilities. Upon completion, select the "save and continue" button at the bottom of the page. See figure 8 below.



| Figure 8: Management Plan, section VIII-Recordkeeping and Training

**Note:** Institutions must also indicate if there are administrative costs related to recordkeeping or training. Selecting any of these questions will require the completion of an Administrative Budget.

# Step 10: Complete sections XI (Meal Service and Facility Eligibility). This section captures the institution's process and procedures for ensuring accurate meal counts and facility eligibility. Institutions that sponsor unaffiliated centers will also have to complete section X (Monitoring).

The Management Plan listing should show each section as complete in green letters. See figure 9 below.

Institution Application page Help

Management Plan Status				
Revision Number	Management Plan Status	Date Approved	Approved By	
Original	Active			

	Management Plan					
	Menu Item	Status				
l.	Principal and Certification	Completed				
H.	Administrative Personnel	Completed				
III.	Operations	Completed				
IV.	Financial	Completed				
V.	Publicly Funded Programs	Completed				
VI.	Internal Controls - Accounting	Completed				
VII. Internal Controls - Claim for Reimbursement Completed						
VIII.	Record Keeping & Training	Completed				
IX.	Meal Service & Facility Eligibility	Completed				

Figure 9: Management Plan Listing

For guidance on CACFP federal requirements or Bright from the Start policies, please visit Bright from the Start's website at www.decal.ga.gov/Nutrition